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13 June 1968

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Utilization of BALPA Returnees

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1. The purpose of this memorandum is to outline a suggested program for the utilization of BALPA returnee in the records management program.

Assumptions

2. Before a definite BALPA returnee utilization program could be finalized and implemented, more detailed information is necessary as to:

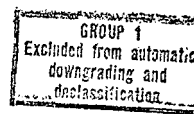
- a. How many returnees will be available?
- b. What are their grade levels?
- c. What are their backgrounds?
- d. What ~~Career~~ services they represent?
- e. Will the Directorates concur in the program?
- f. What are current plans for returnees?
- g. How long would returnees be available?
- h. How would they be administered?

3. Lacking answers to these questions, this proposed BALPA returnee utilization program is based on the following assumptions:

- a. The DDP will use its own returnees for internal DDP purposes, one of which may be a records management program.
- b. The DDP records management program will be coordinated with this proposed overall Agency program and serve the same objectives.

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c. The largest block of available BALPA returnees will be from the DDS, but that the DDS Career services will lay prior claim to returnees over which each service has cognizance, and that only employees of lower grades (perhaps no higher than GS-11) would be released to the records program.

d. BALPA returnees will be administered by the Career cognizant organization.

e. BALPA returnees utilized in the records management program would be assigned within their career cognizant organization *in order to facilitate administration and because of an assumed familiarity with their organization's records.*

f. BALPA returnees assigned to the records program outside their respective career cognizant organization would remain under the home base administration with program supervision only under the component to which assigned.

g. There will be BALPA returnees who have had prior records administration experience, and will be screened for major roles in the records management program.

h. The Directorates will concur in the proposed program, and will cooperate to the extent necessary in meeting the program objectives.

i. The tasks assigned to the BALPA returnees must be reasonably simple to preclude the necessity of extended training.

j. The program will be a progression of tasks through which adequate expertise is developed at each level in preparation for the next level.

k. There will be individuals who can be developed through the task levels to assist in training and supervision of the next higher level.

Objectives

4. The objectives of the program to utilize BALPA returnees in the records management program are to:

a. Provide *as stated and* accurate data-base upon which to develop future program plans.

b. Provide accurate data as to the volume of records held by the Agency in headquarters, *as well as data in* equipment and other storage facilities in which records are held.

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- c. Evaluate adequacy and accuracy of records control schedules.
- d. Implement records control schedules.
- e. Revise records control ~~schedules~~ to include records series presently omitted.
- f. Review Archives and Records Center accessions for realignment with schedules, and establishment of realistic retention periods.
- g. Establish offices of record for types of documents and records series common to the Agency as a whole.
- h. Develop Agency records retention standards, and the development of records retention plans for the selective retention of records of continuing value.

Organization

5. It is proposed that BALPA returnees be utilized within their respective career cognizant component, and that the program be implemented through the following organizations:

a. The Directorate Records Management Officers (where they exist) set as a program coordinating committee chaired by the CIA Records Administration Officer.

b. The CIA Records Administration Officer serve as the ~~co~~ordinator for the DDS and Independent Offices.

c. Returnees be assigned in the following numbers to the various Agency components, with one individual serving as program director under the Directorate RMO/Coordinator.

- (1) Independent Offices: 5
- (2) Deputy Director for Support: 15
- (3) Deputy Director for Intelligence: 20
- (4) Deputy Director for Science and Technology: 15

d. The program assignees will serve under the program director, but in full cooperation and with the assistance of component records management officers.

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Tasks

6. The tasks to be performed under the BALPaproject are, in order:

- a. Taking a complete inventory of the records held in Agency headquarters offices (all offices in the Washington, D. C. Metropolitan Area), to include the type of equipment or storage facilities in which the records are held.
- b. Compare findings with existing records control schedules.
- c. Implement records control schedules.
- d. Revise and update records control schedules, as required.
- e. Review accessions in the Archives and Records Center to establish more realistic retention periods.
- f. Develop records retention plans.

7. After the inventory is made several of the other tasks may be conducted concurrently, depending upon adaptability and expertise development of personnel.

Training

8. Training can be conducted at the various task stages, with an initial indoctrination of personnel for purposes of inventory. This initial indoctrination need not be complicated and can be limited to an explanation of the project, its administration, and instruction as to objectives of the inventory and use of Form 138, Records Survey Work Sheet. This initial indoctrination can be limited to one day at most and can be conducted in the Headquarters Auditorium.

9. Subsequent project training can be held as new tasks are begun.

Time Frame

10. The overall project should be completed within one-year, with each task allocated two (2) months, subject of course to adjustment.

Administration

11. The administration of the project has been discussed previously, except for the logistical aspects. These are generally space and supply. There is not seen a demand for space with the exception of the Archives and Records Center review, and the requirement is acute only if the review is box by box at the Center. A more realistic approach would be a review of accessions after retention standards are developed. It is presumed fifty-five (55) individual space requirements could be absorbed within existing space.

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12. Supplies presents no great problem except with the initial inventory. ~~and~~ the necessary forms can be printed in a reasonable length of time.

13. The progress of the project would have to be ^{monitored} ~~maintained~~ by the project officers and coordinators with regular monthly meetings of the ~~Coordinating groups~~ and production of monthly reports.

Project Implementation

14. Before the project can be fully developed and implemented, answers to the questions posed in paragraph 2, above, should be obtained.

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